

Subject File

DIRECTOR OF CENTRAL INTELLIGENCE
Intelligence Information Handling Committee

IHC/MM 77-0109
18 March 1977

MEMORANDUM FOR: Mr. V. E. Jones
Office of the Assistant Secretary
of Defense (Intelligence)/
Director of Defense Intelligence

FROM :

DCI Intelligence Information
Handling Committee

SUBJECT : DoD Microform Standards

Ed:

Thank you for the opportunity to review the proposed DoD Directive on micrographics policy. Such a policy statement is appropriate at the DoD level and fits in well with our work on micrographics standards underway in the Intelligence Community. We concur in the proposed draft and would look forward to working with OASD(C) in the fields of Microform Systems and Standards. We expect to publish our standards for microfiche copies of intelligence documents in April 1977. We will provide a copy to OASD(C) at that time. I appreciate your interest in helping pull these things together.

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OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE (INTELLIGENCE)/
DIRECTOR OF DEFENSE INTELLIGENCE

WASHINGTON, D. C. 20301

9 March 1977

MEMORANDUM FOR THE CHAIRMAN, INTELLIGENCE INFORMATION HANDLING COMMITTEE

SUBJECT: DoD Microform Standards

The attached document has been forwarded to me for coordination within the Defense Department. Since the IHC has recently promulgated a microfiche standard for the Intelligence Community I would like your views on the DoD standard. Accordingly, please review the attached Directive and forward any comments you might have no later than 25 March 1977.

A handwritten signature in black ink, appearing to be "V. E. Jones", is located below the main text.

V. E. Jones

Enclosure
Proposed DoD Directive



PROPOSED DOD DIRECTIVE

SUBJECT: Micrographics Policy

- References: (a) DoD Directive 4100.33, "Commercial or Industrial Activities," July 16, 1971
(b) DoD Directive 4120.3, "Department of Defense Standardization Program," June 6, 1973
(c) DoD Manual 4120.3-M, "Defense Standardization Manual," January 3, 1972
(d) Standard Microform Formats, MILSTD-399 November 12, 1974
(e) Federal Property Management Regulation (FPMR) Part 101-11.5
(f) DoD Directive 5100.40, "Responsibility for the Administration of the Automatic Data Processing Program," August 19, 1975
(g) DoD Directive 5000.20, "Management and Dissemination of Statistical Information," September 7, 1973
(h) DoD Directive 5100.3, "Support of the Headquarters of Unified, Specified and Subordinate Unified Commands," March 16, 1967

I. PURPOSE

This Directive establishes Department of Defense policy and assigns responsibility for the Micrographics Program.

II. APPLICABILITY AND SCOPE

The provisions of this Directive apply to the Office of the Secretary of Defense, the Military Departments, and the Organization of the Joint Chiefs of Staff, the Unified and Specified Commands and the Defense Agencies (herein referred to collectively as "DoD Components.")

III. POLICY

It is the policy of the Department of Defense to encourage the use

of micrographic technology when analysis indicates that it can efficiently decrease the cost or improve the productivity of existing or planned systems.

IV. DEFINITIONS

- A. Microform. A term used for any medium containing images too small to read without magnification. The term "microform" includes any microform format on which images of information of any sort has been recorded.
- B. Micrographics. The term used to describe the technology of producing, storing, disseminating and utilizing microforms.
- C. Computer Output Microform (COM). A high-speed method of converting digital data to microform.
- D. Micropublishing. Creation of a miniaturized image (i. e., microfilm, microfiche) which is used as a master for reproduction of multiple copies, for mass or general distribution. The current version of the Government Printing and Binding Regulations is applicable.

V. RELATED ACTIVITIES

- A. General. There are current ongoing activities, both in technology and standards development, inside and outside the Federal Government which have a bearing on implementation of this Directive. The work being done on standards is directly pertinent to the management of this subject.

- B. DoD Standards Program. This program, prescribed by DoD Directive 4120.3 (reference (b)), and DoD Manual 4120.3-M (reference (c)), provides for developing DoD standards for all equipment, interfaces, and software having common applications throughout DoD. Several designated standards areas now cover the subject of micrographics and microforms. The Military Standard Microform Formats, MILSTD-399 (reference (d)), contain reference to applicable military specifications.
- C. Federal Standards Program. The National Bureau of Standards (NBS) of the Department of Commerce has taken the lead in initiating development of relevant mandatory Federal standards. For this purpose NBS has established Task Group 18, "Computer Output Microform," under the aegis of the Federal Information Processing Standard Coordinating and Advisory Committee (FIPSCAC).
- D. The American National Standards Institute (ANSI). ANSI has work ongoing in their Committees PH5 on "Micrographic Reproduction" and X3 on "Computers and Information Processing." ANSI Committee X3 involvement pertains to COM applications.
- E. The General Services Administration (GSA and their National Archives and Records Service (NARS)). GSA and NARS have issued Federal Property and Management Regulations

101-11.5 (reference (e)), setting forth procedures, standards, criteria, and information pertaining to the creation and storage of archival microforms.

VI. RESPONSIBILITIES AND FUNCTIONS

A. The Assistant Secretary of Defense (Comptroller) shall:

1. Administer and coordinate the DoD micrographics program.
2. Develop overall micrographics program objectives, policies and procedures.
3. Formulate policy on micrographics management.
4. Coordinate with the Office of the Assistant Secretary of Defense (Installations and Logistics) on matters pertaining to the standardization of microform equipment and formats or to acquisition subject to the provisions of DoD Directive 4100.33 (reference (a)).
5. Designate the Deputy Assistant Secretary of Defense (Administration), OASD(C), as office of primary responsibility. The DASD(A) shall:
 - a. Conduct necessary liaison on micrographic matters within the Department of Defense, and with other Federal agencies and industry, to include the activities cited in Section IV above.
 - b. Promote interchange within and among DoD Components on micrographics concepts and management.

- c. Maintain surveillance on the quality standards of preparation and storage of micrographics.
 - d. Coordinate with the Deputy Assistant Secretary of Defense (Management Systems), OASD(C), on any applications which may involved Automatic Data Processing (ADP) or matters pertaining to the standardization of supporting ADP components or interfaces, such as Computer Output Microform (COM). DoD Directive 5100.40 (reference (f)) is applicable.
 - f. Coordinate with the Deputy Assistant Secretary of Defense (Management Systems), OASD(C), to ascertain that data proposed for dissemination via microform adheres to policies as promulgated in DoD Directive 5000.20 (reference (g)).
- B. The Office of the Assistant Secretary of Defense (Installations and Logistics) shall: develop and promulgate equipment standards and acquisition policies to support the planning, procurement, and use of micrographics technology throughout DoD.
- C. The Secretaries of the Military Departments for organizations under their jurisdiction and for the Unified and Specified Commands, consistent with the responsibilities outlined in DoD Directive 5100.3 (reference (i)); the Chairman of the Joint Chiefs of Staff, for the Organization of the Joint Chiefs of

Staff; and the Directors of Defense Agencies for offices under their jurisdiction shall each:

1. Ensure that micrographic technology is utilized wherever economic analysis indicates that it can substantially decrease the cost or improve the productivity of existing or planned systems.
2. Ensure that the development of new or substantially redesigned microform systems is supported by an economic analysis which clearly indicates that benefits warrant the cost of the system over its life cycle.
3. Plan and monitor, through periodic evaluation, Component microform systems from concept development through operation and termination.
4. Be responsible for ensuring that microform systems or elements thereof are fully developed and thoroughly evaluated prior to implementation, and provide for optimum integration, uniformity, and compatibility.
5. Provide for the effective development and orderly implementation of microform standards.
6. Issue guidance to assure that proper consideration is given to privacy matters pertinent to microform systems.
7. Promote interchange within and among DoD Components of microform concepts, and management procedures.

8. Ensure that appropriate analysis and justifications are completed to provide the basis for management to decide whether to perform required microform services in-house or by contract. DoD Directive 4100.33 (reference (a)) is applicable.
9. Ensure that data prepared for dissemination via microform adheres to the policies promulgated in DoD Directive 5000.20 (reference (g)).
10. Utilize only those microform formats authorized in reference (d), MILSTD-399.
11. Ensure compliance with DoD and Federal microform standards and with the Federal Property Management Regulations (reference (e)). This includes:
 - (1) Standards for storage of micrographic forms.
 - (2) Compliance with archival life requirements of the various types of microforms.
 - (3) Proper disposal of paper records affected by a move to microform replacement.
12. Ensure compliance with the Government Printing and Binding Regulations published under the authority of the Joint Committee on Printing. These establish policies and regulations involving micropublishing and the duplication of microform.

VII. EFFECTIVE DATE

This directive is effective immediately.

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